

# ORDER

## In the Civil Money Claims Online Court

Case number:  
000MC000

Legal Adviser [*name*]

### PARTIES

Jan Clark

Claimant

Mark Richards

Defendant

All of the information that you have submitted to the court setting out details of the claim and defence [and counterclaim] has been read by Legal Adviser [*name*].

You **MUST** both follow the instructions below to get your case ready for a decision to be made by a judge at a hearing.

(See 'warning' below for what might happen if you don't follow the instructions carefully).

It is **ordered** that

The following steps must be taken by the date shown

	Step to be taken	Final Date
1	<p>This case is sent to</p> <p>Court Name Hearing Centre Court Address 1 Court Address 2 Court Address 3 Court Address 4</p> <p>All correspondence should be sent to this address.</p>	
2	<p>Send all of the documents that are relevant to your case to the above address, also send them (serve on) to the other side. These documents should be placed in date order and should be numbered in the bottom right hand corner.</p> <p>You should include the following documents if available:</p> <ul style="list-style-type: none"><li>• A copy of the contract/agreement</li><li>• Relevant correspondence, including text messages and emails</li><li>• (<i>see appendix 1</i>)</li></ul>	<b>Before 4.00 pm.</b> <b>[date]</b>
3	<p>Send to the court and send to (serve on) the other party your own witness statement and also witness statements from anyone who can give relevant evidence about your case.</p>	<b>Before 4.00 pm.</b> <b>[date]</b>

	<p>A witness statement must</p> <ul style="list-style-type: none"> <li>• have the court case number at the top;</li> <li>• start with the witness' name and address;</li> <li>• it must contain numbered paragraphs and should be typed and double spaced: if not typed, it must be written clearly in block capitals or printed;</li> <li>• finish with the words "<i>I make this statement believing the contents to be true and knowing that it may be placed before the court</i>", the date of the statement and the person's signature.</li> <li>• The original statement must be sent to the court;</li> <li>• copies must be sent to (served on) the other side.</li> </ul>	
4	<p>You have permission to rely on the written report of an expert as follows:</p> <p><i>Insert expert evidence template (see below)</i></p>	
5	<p><i>Alternative</i> You have not been given permission to rely on the evidence of an expert.</p>	
6	<p><i>[other directions – see Appendices for examples]</i></p>	

7. **The hearing will be at the County Court at *[hearing centre name & address]* on a date that will be sent to you. [Estimated hearing time: [2] Hours] – You should come to court at least half an hour before the listed time.**

8. Your case will be dealt with on the small claims track

9. Because this order has been made by a Legal Adviser without a hearing, you have the right to request that the decision of the Legal Adviser be reconsidered by a District Judge. Any such a request must be sent to the court to arrive within nineteen days of service of this order. The request may be made on paper, or by email. The request must include an explanation of why the reconsideration is sought.

### WARNING

**If you do not comply with these instructions and time limits the judge may decide that your case should be struck out which means that you will not be able to continue to bring or defend this claim and your opponent may be able to ask the court to make a judgment against you. If you cannot comply you should make a formal application to the court before the deadline expires.**